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Vacancy Notification System (VACNOT):

The vacancy notification system (VACNOT) is again operational. You may recall, VACNOT was deployed last year to notify careerists in career program (CP)-18 Engineers and Scientists (Resources and Construction), and USACE CP-55, Real Estate, of vacancy announcements when central referral inventories for these career programs were disestablished. Unfortunately, shortly after deployment there were a number of problems and the system has not been functioning for months.

VACNOT is a voluntary registration system that enables individuals to register for up to five series in any location. Since the system was designed for CP-18 and CP-55, the first four fields are reserved for series covered by these career programs. The fifth field accommodates all other series, to include the 340. VACNOT interfaces with the Department of Army vacancy announcement web site, **www.cpol.army.mil**, to notify employees via e-mail when a vacancy for which they are registered is published.

Instructions for registering are at http://www.cp18and55.net. Because of all the problems with the system since its initial deployment, those who registered previously will need to re-register.

Career Program 34:

Career Program 34 (Information Technology Management) will discontinue the use of the Army Civilian Evaluation System (ACCES) for registration and referral for Computer Specialists, grades 12-15 and Telecommunications Specialists, grades 11-15. These positions will now be recruited using merit promotion procedures or other appropriate competitive or non-competitive procedures. Career referrals will no longer be issued for these series and grades.

Tapes Reminder:

In August of 1998 the forms for recording performance under the Total Army Performance Evaluation System (TAPES) were revised. Changes were made in the Senior System Civilian Evaluation Report, DA Form 7222 and the Support Form DA Form 7222-1; as well as, the Base System Civilian Evaluation Report (BASE), DA Form 7223, and the Counseling Checklist, DA Form 7223-1. When preparing to work in any of the above forms, make sure the updated version from August 1998 is used. The previous edition from 1993 is obsolete.

Exit Interviews:

Department of the Army has developed a standard exit interview on the Internet in order to collect data necessary to discern trends and justify changes in the federal civilian personnel and pay systems. The website is http://www.cpol.army.mil/survey/exitsurvey/survey.html.

Districts should conduct exit interviews of all employees who voluntarily leave federal employment using the DA exit interview. This should be included in all out processing instructions, and departing employees should be encouraged to take the few minutes necessary to complete the interview.

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